

Travel & Expense Account Summary

Employee Name KIMBERLY BELSHE
Expense Dates 02/09/10-03/03/10
Report Name Various meetings in Sacramento, CA

Request Total \$ 19.50
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 19.50

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Capitol mtgs.	15.00
Regular Travel	ITUP Awards	4.50

NOTE: (d)=Direct Charge

DATE	Tue Feb 9									TOTAL
Parking, Auto	4.50									4.50
TOTALS \$	4.50									4.50

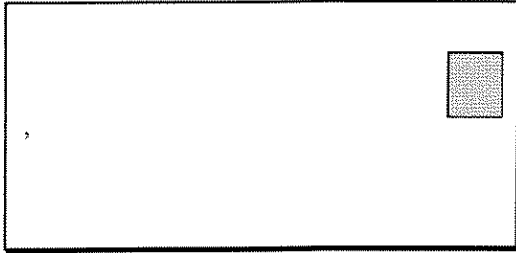
DATE	Wed Mar 3									TOTAL
Parking, Auto	15.00									15.00
TOTALS \$	15.00									15.00

Travel & Expense Account Summary & Detail
--

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	ITUP Awards	02/09/10	Parking, Auto	4.50	Cash
Regular Travel	Capitol mtgs.	03/03/10	Parking, Auto	15.00	Cash

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To



Employee Name	BELSHE, KIMBERLY
Expense Dates	02/09/10-03/03/10
Total Expense Amount	19.50
Amount Due Employee	19.50
Form ID	TEA000623310

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 03/03	Parking, Auto	15.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

TRIP EXCEPTION(S)			
	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes
2)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes

I have reviewed the following documents.

Approved
by:

SONIA P FERNANDEZ-HERRERA